

Completing a Bed Poll

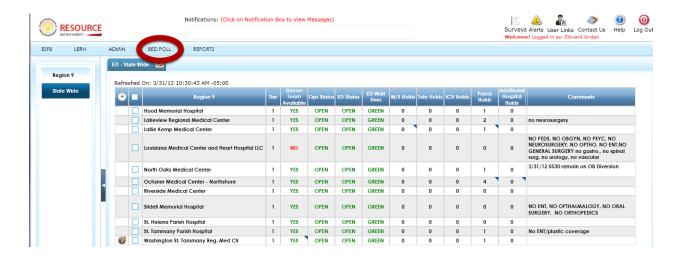
This is a brief guide on how to complete a Bed Poll using the Resource Management application in the ESF 8 Portal. We will show how to do a bed poll first, and then we will demonstrate how different types of hospitals access their pages.

Opening Resource Management



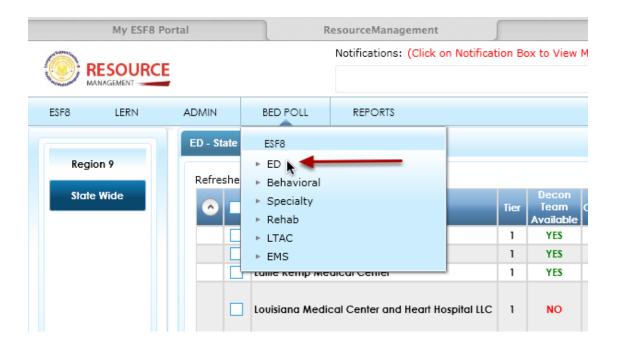
After logging in to the ESF 8 Portal, click on either Resource Management ED or Resource Management LERN. Both will allow you to get to the Bed Poll function

Locating the Bed Poll Function



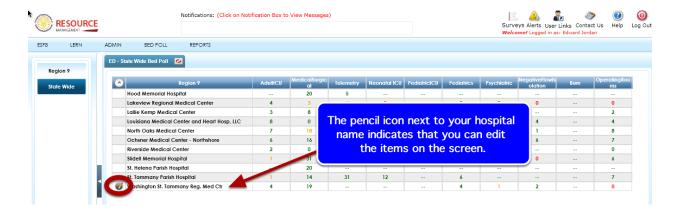
The main screen of the Resource Management will show the Bed Poll function in the top menu bar.

Opening the Bed Poll



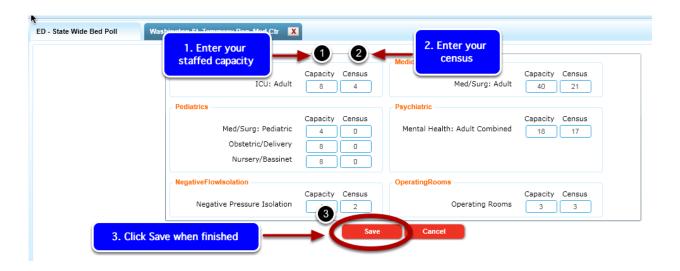
Hover your mouse over the Bed Poll lable to reveal the categories. Choose the category for your hospital and click. In this case, the hospital is in the ED category.

The Bed Poll Screen



You should see a pencil icon next to your hospital name if you have Update permissions. Every hospital has at least one user with Update permissions. If you need to modify your permissions to allow updating, contact your facility's Point of Contact. You can also contact your DRC for assistance.

The Main View



This screen results from clicking the pencil icon next to your hospital name. This opens up the entire bed poll for editing.

There are several important things to remember:

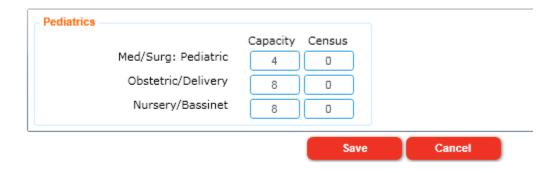
- Your bed types are driven by your choices in the EMSTAT application. If you need to add or delete bed types shown in the Bed Poll, log in to EMSTAT and go to Bed Types. Make your changes there, and they will be reflected in the Bed Poll view in Resource Management.
- You enter only staffed capacity and census. The application will calculate available beds. These are steps 1 and 2.
- You can enter data in one or all of the cells. This is entirely dependent on whether your current bed availability is different from the Bed Poll data view.
- Once you have completed editing your data, click Save to return to the main Bed Poll view. This is step 3.

Returning to the Main Bed Poll View



Once you click Save, you are returned to the main Bed Poll view.

Editing Only One Bed Type



You can edit the data for one bed type without clicking the pencil icon. Double-click in the cell of the bed type you want to change. This opens up just that bed type for editing. The steps are the same:

- Enter your staffed capacity, and/or
- Enter your census, and
- Click Save.

Remember that the bed types that are displayed are those that you chose in EMSTAT. The main Bed Poll view only shows a summary according to the bed types agreed upon by hospitals in the State.

That's all there is to it!

Getting Help

- 1. Contact your DRC. They can often help you with this feature.
- 2. Call the LERN Communications Center at 866-320-8293.
- 3. Send an email to esf8help@la.gov